

## SECRETARY OF STATE

**Purpose:** The Secretary of State's (SOS) office primarily functions to establish and preserve the records of Montana (i.e. business registrations, business and non-profit organization records, secured financial transactions, notary public registrations, Executive Branch documents and Legislative acts), manages the state's records center, compiles and updates the Montana Administrative Register and the ARM. The Secretary of State also serves as Montana's chief election official.

**Authorities:** MCA – **Title 1**, Chapter 5, Part 416; **Title 2:** Chapter 6, Part 203 & 302; Chapter 13, Parts 201-204 and Chapter 15, Part 401.

Montana Constitution - Article VI, Section 1.

### Roles & Responsibilities:

#### Elections Bureau

- Responsible to interpret and disseminate law, rule and process in the event of a disaster prior to, during or immediately after an election. *[Coordination]*

#### Business Services Bureau

- Responsible for securing and maintaining the integrity of recorded business registrations and Uniform Commercial Code (UCC) liens. *[Coordination]*

#### Administrative Rules Bureau

- Responsible to ensure that any emergency rules addressed by executive action or initiated by an agency are published in the Montana Administrative Register on a timely basis. *[Coordination]*

#### State Records Management Bureau

- Provide assistance with salvaging or reconstructing records using specific prevention and recovery techniques. *[Technical Assistance]*
- Provide assistance identifying vital records; the management of specific security, maintenance and training programs and explain policies and resources to be activated in an emergency situation to ensure agency operability. *[Technical Assistance]*